

CHAPTER 3

MATERIAL RECEIPT, CUSTODY, AND SURVEYS

As an AK2, you will be performing duties, both ashore and afloat, relative to the receipt, custody, and survey of material. To perform these duties, you should be familiar with organization, receiving operations, types of receipt, methods of delivery, files, receipt preparation, inspection and verification, surveys, and disposition of material. This chapter contains information about the receipt, delivery, custody, security, identification, and survey of material and the preparation of documentation applicable to these topics.

MATERIAL RECEIPT

Material receipt is gaining possession of an item of Navy property through acceptance of physical custody. Control of this material after receipt and before it is forwarded to storage, issued to a requesting department, or forwarded to the transportation section for further movement is a critical supply requirement.

Material may be received from several transportation sources such as the U.S. Postal Service, commercial or government air freight, commercial trucking firms, the United Parcel Service (UPS), vendor deliveries, commercial or government water freight, Department of Defense (DOD) owned vehicles, or direct pickup from a vendor.

This material may be designated for stock, direct turnover (DTO) to a department or local supported activity, to a holding area for pickup by a Navy contractor, or to a packing and shipping unit when further consignment is required.

Regardless of the source of the receipt or its final destination, it is absolutely necessary that controls be established in receiving units to identify the quantity received, the source and date of the receipts, the unit to which physical custody was transferred at the completion of the receiving process, and the date on which the received material was released.

METHODS OF DELIVERY

The various methods of material delivery are discussed in the following paragraphs.

Direct Delivery

The receipt of material or services from a government or commercial source and acceptance by a ship, squadron, or group representative at either the point of delivery or source of supply are known as direct delivery. After receipt has been acknowledged, material is owned by the Navy and services are considered satisfactory unless discrepancies are noted. The supply officer must establish procedures to make certain only authorized personnel pick up, receive, or sign for material or services.

Freight

All commercial and government deliveries shipped under a bill of lading are classified as delivery by freight. Material transshipped from a government source is also classified as freight when deliveries are combined and shipped via the DOD transportation system. Freight can be received in the United States, foreign ports, and during underway replenishment (UNREP).

Mail

Small items are often sent and received via the U.S. Postal Service, including letters and packages sent by way of the various postal programs. The supply officer is responsible for establishing and maintaining a list of personnel authorized to receive official mail.

PREPARATION FOR MATERIAL RECEIPT

The supply officer and personnel assigned to receiving operations must be flexible in routine

daily procedures and be able to adjust to any conditions necessary in the receipt of material. The purpose of preparing for receipt of material is to guarantee the timely and accurate receipt processing and distribution of incoming material.

The most important part of any supply operation is to guarantee the safety of all personnel involved. The supply officer is responsible for making sure certain safety rules are observed, especially for inexperienced personnel. This delegation is passed to the supervisor of receipt processing who must make certain the following rules are observed:

- Personnel must be properly equipped with safety equipment such as safety shoes, gloves, and hard hats.
- Personnel must be qualified to operate materials-handling equipment used in the operation.
- Personnel must be knowledgeable of procedures to be followed during emergency situations.

MATERIAL RECEIPT ASHORE

The receiving branch ashore plans and directs operations necessary to physically receive incoming material for storage, DTO, or transshipment. The functions normally assigned to a receiving organization at a local supply activity include receipt and inspection of incoming material, segregation and delivery of incoming material, preparation of reports, preservation and packaging of material for storage or shipment, initiation of tracer action for incoming material when required, and maintenance of files relating to all receiving functions.

MATERIAL RECEIPT AFLOAT

The material receipt process afloat involves the identification, storage, issue, and recording of all material previously requisitioned or purchased and received by the activity. As an integral part of the supply receipt process, all material received must be properly identified, stored (if the material is for stock), issued (if the material is for DTO), and recorded in the stock records in a timely fashion.

SUPPLY SUPPORT RESPONSIBILITIES

Responsibilities for specific individuals and work centers within the supply department for material receipt processing are discussed in the following paragraphs.

Supply Officer

The supply officer is directly responsible for the entire receiving process. He or she delegates the responsibility for physical receipt of incoming stores, except for ship's store stock and food items, to the stores or material officer.

Stores or Material Officer

The stores or material officer reports to the supply officer on all matters pertaining to receiving. This includes, but is not limited to, material receipt preparation, material inspection, store-room maintenance/integrity, UNREP, and transit shed/butler hut operations.

Stock Control Officer

The stock control officer reports to the supply officer, or to the stores or material officer on an aircraft carrier, on all matters pertaining to receiving. This includes, but is not limited to, receipt reversals, receipt reporting, financial inventory report (FIR) code imbalances, and receipt discrepancies.

Leading Material Storekeeper

The leading material Storekeeper is responsible for making sure incoming material is properly receipted, identified, inspected, segregated between stock and DTO, and distributed to the appropriate supply department storerooms or to other departments if the material is DTO.

When the leading material Storekeeper is absent during normal working hours, the next senior material Storekeeper assumes the duties. In the performance of these duties, the leading material Storekeeper who has been delegated the responsibility for receiving incoming stores exercises direction over other Storekeepers and

working parties assigned to assist in the receipt of incoming stores.

Duty Storekeeper

The duty Storekeeper is responsible for making sure all material delivered to the activity after normal working hours, on weekends, or on holidays is receipted, identified, inspected, and placed in the designated receiving section or turned over to the requesting department if the material is DTO. When sufficient personnel in the duty section are available, stock material may be placed in the appropriate storeroom. The duty Storekeeper also makes sure receipted documents are properly marked and passed to the leading material Storekeeper on the following workday.

RECEIPT DOCUMENTATION

All material and services received must be accompanied by a receipt document. When material is received without paper work, the receiving section personnel must immediately prepare a dummy receipt for processing. Incoming material should be accompanied by one or several receipt documents depending on the method of purchase, supplier, type of delivery, and government inspection requirements. Any document received with the material or service that contains enough information to process the receipt maybe used as a receipt document. Although a variety of receipt forms are used in receipt of material, the processing of all receipts is the same within the SUADPS-RT.

DOD Single Line Item Requisition System Document (Manual), DD Form 1348

The DD Form 1348 (6-part) generally is used both as a requisition and receipt document for most materials transferred between nonautomated ships. Receipt for such transfer, when required by the issuing ship, is acknowledged on the white copy of the DD Form 1348 that accompanies the material. Receipt acknowledgement is always required on the requisitioner's hardback copy of the DD Form 1348 before it is placed in the material completed file.

Receipt on the white copy and/or hardback copy of the DD Form 1348 is indicated by circling the quantity received and accepted and entering a receipt date and signature in the Remarks field as shown in figure 3-1.

Single Line Item Consumption/ Requisition Document (Manual), NAVSUP Form 1250-1

The NAVSUP Form 1250-1 is used as a consumption document and as a requisition document by nonautomated ships. When the NAVSUP Form 1250-1 is submitted as a requisition to the parent tender, the white copy returned with the material is processed as a receipt invoice.

Receipt is indicated by circling the quantity figure in block A and entering a receipt date and signature in data block 31 (or in data block 30

DOC. IDENT. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100									
SEND TO: N00244 NSC SAN DIEGO									
REQUISITION IS FROM: R03365 USS ENTERPRISE (CVN-65)									
BLOCK A									
BLOCK B									
BLOCK C									
BLOCK D									
BLOCK E									
BLOCK F									
BLOCK G									
BLOCK H									
BLOCK I									
BLOCK J									
BLOCK K									
BLOCK L									
BLOCK M									
BLOCK N									
BLOCK O									
BLOCK P									
BLOCK Q									
BLOCK R									
BLOCK S									
BLOCK T									
BLOCK U									
BLOCK V									
BLOCK W									
BLOCK X									
BLOCK Y									
BLOCK Z									
BLOCK AA									
BLOCK AB									
BLOCK AC									
BLOCK AD									
BLOCK AE									
BLOCK AF									
BLOCK AG									
BLOCK AH									
BLOCK AI									
BLOCK AJ									
BLOCK AK									
BLOCK AL									
BLOCK AM									
BLOCK AN									
BLOCK AO									
BLOCK AP									
BLOCK AQ									
BLOCK AR									
BLOCK AS									
BLOCK AT									
BLOCK AU									
BLOCK AV									
BLOCK AW									
BLOCK AX									
BLOCK AY									
BLOCK AZ									
BLOCK BA									
BLOCK BB									
BLOCK BC									
BLOCK BD									
BLOCK BE									
BLOCK BF									
BLOCK BG									
BLOCK BH									
BLOCK BI									
BLOCK BJ									
BLOCK BK									
BLOCK BL									
BLOCK BM									
BLOCK BN									
BLOCK BO									
BLOCK BP									
BLOCK BQ									
BLOCK BR									
BLOCK BS									
BLOCK BT									
BLOCK BU									
BLOCK BV									
BLOCK BW									
BLOCK BX									
BLOCK BY									
BLOCK BZ									
BLOCK CA									
BLOCK CB									
BLOCK CC									
BLOCK CD									
BLOCK CE									
BLOCK CF									
BLOCK CG									
BLOCK CH									
BLOCK CI									
BLOCK CJ									
BLOCK CK									
BLOCK CL									
BLOCK CM									
BLOCK CN									
BLOCK CO									
BLOCK CP									
BLOCK CQ									
BLOCK CR									
BLOCK CS									
BLOCK CT									
BLOCK CU									
BLOCK CV									
BLOCK CW									
BLOCK CX									
BLOCK CY									
BLOCK CZ									
BLOCK DA									
BLOCK DB									
BLOCK DC									
BLOCK DD									
BLOCK DE									
BLOCK DF									
BLOCK DG									
BLOCK DH									
BLOCK DI									
BLOCK DJ									
BLOCK DK									
BLOCK DL									
BLOCK DM									
BLOCK DN									
BLOCK DO									
BLOCK DP									
BLOCK DQ									
BLOCK DR									
BLOCK DS									
BLOCK DT									
BLOCK DU									
BLOCK DV									
BLOCK DW									
BLOCK DX									
BLOCK DY									
BLOCK DZ									
BLOCK EA									
BLOCK EB									
BLOCK EC									
BLOCK ED									
BLOCK EE									
BLOCK EF									
BLOCK EG									
BLOCK EH									
BLOCK EI									
BLOCK EJ									
BLOCK EK									
BLOCK EL									
BLOCK EM									
BLOCK EN									
BLOCK EO									
BLOCK EP									
BLOCK EQ									
BLOCK ER									
BLOCK ES									
BLOCK ET									
BLOCK EU									
BLOCK EV									
BLOCK EW									
BLOCK EX									
BLOCK EY									
BLOCK EZ									
BLOCK FA									
BLOCK FB									
BLOCK FC									
BLOCK FD									
BLOCK FE									
BLOCK FF									
BLOCK FG									
BLOCK FH									
BLOCK FI									
BLOCK FJ									
BLOCK FK									
BLOCK FL									
BLOCK FM									
BLOCK FN									
BLOCK FO									
BLOCK FP									
BLOCK FQ									
BLOCK FR									
BLOCK FS									
BLOCK FT									
BLOCK FU									
BLOCK FV									
BLOCK FW									
BLOCK FX									
BLOCK FY									
BLOCK FZ									
BLOCK GA									
BLOCK GB									
BLOCK GC									
BLOCK GD									
BLOCK GE									
BLOCK GF									
BLOCK GG									
BLOCK GH									
BLOCK GI									
BLOCK GJ									
BLOCK GK									
BLOCK GL									
BLOCK GM									
BLOCK GN									
BLOCK GO									
BLOCK GP									
BLOCK GQ									
BLOCK GR									
BLOCK GS									
BLOCK GT									
BLOCK GU									
BLOCK GV									
BLOCK GW									
BLOCK GX									
BLOCK GY									
BLOCK GZ									
BLOCK HA									
BLOCK HB									
BLOCK HC									
BLOCK HD									
BLOCK HE									
BLOCK HF									
BLOCK HG									
BLOCK HH									
BLOCK HI									
BLOCK HJ									
BLOCK HK									
BLOCK HL									
BLOCK HM									
BLOCK HN									
BLOCK HO									
BLOCK HP									
BLOCK HQ									
BLOCK HR									
BLOCK HS									
BLOCK HT									
BLOCK HU									
BLOCK HV									
BLOCK HW									
BLOCK HX									
BLOCK HY									
BLOCK HZ									
BLOCK IA									
BLOCK IB									
BLOCK IC									
BLOCK ID									
BLOCK IE									
BLOCK IF									
BLOCK IG									
BLOCK IH									
BLOCK II									
BLOCK IJ									
BLOCK IK									
BLOCK IL									
BLOCK IM									
BLOCK IN									
BLOCK IO									
BLOCK IP									
BLOCK IQ									
BLOCK IR									
BLOCK IS									
BLOCK IT									
BLOCK IU									
BLOCK IV									
BLOCK IW									
BLOCK IX									
BLOCK IY									
BLOCK IZ									
BLOCK JA									
BLOCK JB									
BLOCK JC									
BLOCK JD									
BLOCK JE									
BLOCK JF									
BLOCK JG									
BLOCK JH									
BLOCK JI									
BLOCK JJ									
BLOCK JK									
BLOCK JL									
BLOCK JM									
BLOCK JN									
BLOCK JO									
BLOCK JP									
BLOCK JQ									
BLOCK JR									
BLOCK JS									
BLOCK JT									
BLOCK JU									
BLOCK JV									
BLOCK JW									
BLOCK JX									
BLOCK JY									
BLOCK JZ									
BLOCK KA									
BLOCK KB									
BLOCK KC									
BLOCK KD									
BLOCK KE									
BLOCK KF									
BLOCK KG									
BLOCK KH									
BLOCK KI									
BLOCK KJ									
BLOCK KK									
BLOCK KL									
BLOCK KM									
BLOCK KN									
BLOCK KO									
BLOCK KP									
BLOCK KQ									
BLOCK KR									
BLOCK KS									
BLOCK KT									
BLOCK KU									
BLOCK KV									
BLOCK KW									
BLOCK KX									
BLOCK KY									
BLOCK KZ									
BLOCK LA									
BLOCK LB									
BLOCK LC									
BLOCK LD									
BLOCK LE									
BLOCK LF									
BLOCK LG									
BLOCK LH									
BLOCK LI									
BLOCK LJ									
BLOCK LK									
BLOCK LL									
BLOCK LM									
BLOCK LN									
BLOCK LO									
BLOCK LP									
BLOCK LQ									
BLOCK LR									
BLOCK LS									
BLOCK LT									
BLOCK LU									
BLOCK LV									
BLOCK LW									
BLOCK LX									
BLOCK LY									
BLOCK LZ									
BLOCK MA									
BLOCK MB									
BLOCK MC									
BLOCK MD									
BLOCK ME									
BLOCK MF									
BLOCK MG									
BLOCK MH									
BLOCK MI									
BLOCK MJ									
BLOCK MK									
BLOCK ML									
BLOCK MM									
BLOCK MN									
BLOCK MO									
BLOCK MP									
BLOCK MQ									
BLOCK MR									
BLOCK MS									
BLOCK MT									
BLOCK MU									
BLOCK MV									
BLOCK MW									
BLOCK MX									
BLOCK MY									
BLOCK MZ									
BLOCK NA									
BLOCK NB									
BLOCK NC									
BLOCK ND									
BLOCK NE									
BLOCK NF									
BLOCK NG									
BLOCK NH									
BLOCK NI									
BLOCK NJ									
BLOCK NK									
BLOCK NL									
BLOCK NM									
BLOCK NN									
BLOCK NO									
BLOCK NP									
BLOCK NQ									
BLOCK NR									
BLOCK NS									
BLOCK NT									
BLOCK NU									
BLOCK NV									
BLOCK NW									
BLOCK NX									
BLOCK NY									
BLOCK NZ									
BLOCK OA									
BLOCK OB									
BLOCK OC									
BLOCK OD									
BLOCK OE									
BLOCK OF									
BLOCK OG									
BLOCK OH									
BLOCK OI									
BLOCK OJ									
BLOCK OK									
BLOCK OL									
BLOCK OM									
BLOCK ON									
BLOCK OO									
BLOCK OP									
BLOCK OQ									
BLOCK OR									
BLOCK OS									
BLOCK OT									
BLOCK OU									
BLOCK OV									
BLOCK OW									
BLOCK OX									
BLOCK OY									
BLOCK OZ									
BLOCK PA									
BLOCK PB									
BLOCK PC									
BLOCK PD									
BLOCK PE									
BLOCK PF									
BLOCK PG									
BLOCK PH									
BLOCK PI									
BLOCK PJ									
BLOCK PK									
BLOCK PL									
BLOCK PM									
BLOCK PN									
BLOCK PO									
BLOCK PP									
BLOCK PQ									
BLOCK PR									
BLOCK PS									
BLOCK PT									
BLOCK PU									
BLOCK PV									
BLOCK PW									
BLOCK PX									
BLOCK PY									
BLOCK PZ									
BLOCK QA									
BLOCK QB									
BLOCK QC									
BLOCK QD									
BLOCK QE									
BLOCK QF									
BLOCK QG									
BLOCK QH									
BLOCK QI									
BLOCK QJ									
BLOCK QK									
BLOCK QL									
BLOCK QM									
BLOCK QN									
BLOCK QO									
BLOCK QP									
BLOCK QQ									
BLOCK QR									
BLOCK QS									
BLOCK QT									
BLOCK QU									
BLOCK QV									
BLOCK QW									
BLOCK QX									
BLOCK QY									
BLOCK QZ									
BLOCK RA									
BLOCK RB									
BLOCK RC									
BLOCK RD									
BLOCK RE									
BLOCK RF									
BLOCK RG									
BLOCK RH									
BLOCK RI									
BLOCK RJ									
BLOCK RK									
BLOCK RL									
BLOCK RM									
BLOCK RN									
BLOCK RO									
BLOCK RP									
BLOCK RQ									
BLOCK RR									
BLOCK RS									
BLOCK RT									
BLOCK RU									
BLOCK RV									
BLOCK RW									
BLOCK RX									
BLOCK RY									
BLOCK RZ									
BLOCK SA									
BLOCK SB									
BLOCK SC									
BLOCK SD									
BLOCK SE									
BLOCK SF									
BLOCK SG									
BLOCK SH									
BLOCK SI									
BLOCK SJ									
BLOCK SK									
BLOCK SL									
BLOCK SM									
BLOCK SN									
BLOCK SO									
BLOCK SP									
BLOCK SQ									
BLOCK SR									
BLOCK SS									
BLOCK ST									
BLOCK SU									
BLOCK SV									
BLOCK SW									
BLOCK SX									
BLOCK SY									
BLOCK SZ									
BLOCK TA									
BLOCK TB									
BLOCK TC									
BLOCK TD									
BLOCK TE									
BLOCK TF									
BLOCK TG									
BLOCK TH									
BLOCK TI									
BLOCK TJ									
BLOCK TK									
BLOCK TL									
BLOCK TM									
BLOCK TN									
BLOCK TO									
BLOCK TP									
BLOCK TQ									
BLOCK TR									
BLOCK TS									
BLOCK TT									
BLOCK TU									
BLOCK TV									
BLOCK TW									
BLOCK TX									
BLOCK TY									
BLOCK TZ									
BLOCK UA									
BLOCK UB									
BLOCK UC									
BLOCK UD									
BLOCK UE									
BLOCK UF									
BLOCK UG									
BLOCK UH									
BLOCK UI									
BLOCK UJ									
BLOCK UK									
BLOCK UL									
BLOCK UM									
BLOCK UN									
BLOCK UO									
BLOCK UP									
BLOCK UQ									
BLOCK UR									
BLOCK US									
BLOCK UT									
BLOCK UY									
BLOCK UZ									
BLOCK VA									
BLOCK VB									
BLOCK VC									
BLOCK VD									
BLOCK VE									
BLOCK VF									
BLOCK VG									
BLOCK VH									
BLOCK VI									

1. REQ. DATE 6292		2. DEPT. NO. 0662		3. URGY C		4. RDD		5. LOCATION A1776		6. SIM NON-SIM <input type="checkbox"/> <input checked="" type="checkbox"/>		7. ISSUE DATE 6.2.9.2		8. REQN. NO.	
9. HOUR NAME OR REF SYM				9. FPR <input type="checkbox"/>		10. APL/AEL/CID				11. INV GTT <input type="checkbox"/>		12. NIS N/C <input type="checkbox"/> <input type="checkbox"/>		13. C OBL AMT 0000.2	
JOB CONTROL NUMBER										14. EIC		15. EQUIP COSAL SUPPTD YES <input type="checkbox"/> NO <input type="checkbox"/>		16. S/R (REQN Q/S)	
V105.1.520.E.01Z000P3.1R000												17. URG MARY <input type="checkbox"/> <input type="checkbox"/>		18. OPTAR LOG <input checked="" type="checkbox"/>	
19. SC		19. COG		20. MCC		21. QUANTITY				22. UNIT PRICE		23. EXTENDED PRICE		24. FUND	
A-9N		5945		009815535		EA 000+				3630		3630		CR	
25. REMARKS															
30. APPROVED BY: Rnd'd 10/19/92 C. Bass SK3 31. RECEIVED BY: A.C. Jones ET3															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
AOA	NNZ	3				V	05152	6293	3567	R	Y	A1776	A	CR	9N JES 13
DOC IDENT	RTG IDENT	M & S	SVC	UIC	JUL DATE	SERIAL	D E M	S V C	SUPPL ADDRESS	S I G	FUND	DIST	PROJ	PRI	RDD ADV

SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)
NAVSUP FORM 1250-1 (7 PT) (REV. 12/78) S/N 0108-LF-501-2508

[illegible]

if the item was ordered for stock replenishment incident to an issue) as shown in figure 3-2.

DOD Single Line Item Release/Receipt Document, DD Form 1348-1

Receipts from shore activities and automated afloat units are done either on a DOD Single Line Item Release/Receipt Document, DD Form 1348-1, or an Issue/Receipt Release Document (IRRD). Examples of these receipt documents are shown in figures 3-3 and 3-4.

When material is received on a DD Form 1348-1, the following procedures apply:

1. The quantity is circled if the quantity received is the same as that indicated on the document. If the quantity is different, the original quantity is lined out and the correct quantity is entered immediately above the original quantity and circled.
2. The date received and signature are entered in block 7.
3. Block N of the DD Form 1348-1 contains the security code for the item shipped, and card column 73 contains the material control code (MCC).

Receiving personnel should be familiar with both MILSTRIP and local management coding and command instructions for controlled items.

When the material is received on an IRRD, the following procedures apply:

1. The IRRD is designed to be used with shipboard LOGMARS processing equipment and is processed the same as procedures prescribed for DD Form 1348-1.
2. The security and MCC information is contained in the lower left portion of the IRRD and is used for receipt processing.

Requisition and Invoice/Shipping Document, DD Form 1149

The Requisition and Invoice/Shipping Document, DD Form 1149, is normally used to requisition or receive specific materials or services such as repairs or rental equipment. When material or services are received on a DD Form 1149, a technical inspection by the ordering department is done, if required. The unique nature of the material received on the DD Form 1149 requires that receiving personnel be extremely careful when processing these receipts and thereby make certain material is safeguarded and properly

The form is a DD Form 1348-1, Issue/Receipt Release Document (IRRD). It contains the following information:

- Header:** VO3359, M F USS FORESTALL CV59
- Material Control Code:** 4820 00 483 0681
- Quantity:** 2 (circled)
- Signature and Date:** A. Shymate 7/1/92
- Other Codes:** 9056, 00009936, 00000000, 89723860
- Line Number:** LINE 001 OF 001

Figure 3-4. Issue/Receipt Release Document (IRRD).

distributed. Figure 3-5 shows an example of how to fill out a DD Form 1149. After technical review and acceptance, receiving personnel complete the DD Form 1149 receipt document as follows:

1. Mark and circle the quantity in column D.
2. Date and sign the DD Form 1149 in the lower right portion of the document, but not over any existing information.

Order for Supplies and Services, DD Form 1155

Receipts from commercial sources on an Order for Supplies and Services, DD Form 1155, are completed by circling the quantity in column 20 and entering the date and signature in block 26 (fig. 3-6). Proper processing of DD Form 1155 receipts requires a familiarity with the terms and concepts discussed in the following paragraphs.

Direct delivery. Blocks 13 and 14 of the DD Form 1155 indicate that the material and invoice

will be sent directly to the ordering activity. In such cases, the ordering activity is responsible for both a quality and quantity certification, stating that the material was not only received but was also technically acceptable.

Receiving personnel are not normally qualified to make these technical judgments, so a technical specialist from the ordering department or unit is contacted to confirm acceptance before the DD Form 1155 has been completed. Figure 3-6 shows receipt for direct delivery on a DD Form 1155.

Fast pay procedure. Fast pay is defined as payment made to a commercial source based on proof of shipment by the vendor. This process is limited to items that are considered as not requiring technical certification at the destination. If the fast pay clause (clause 15) is indicated in block 16 of the DD Form 1155, receiving personnel need only receipt for the quantity received in block 26 (fig. 3-6). The quantity in column 20 must be corrected if different from the quantity actually received.

SHIPPING CONTAINERALLY		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50																																																																								
REQUISITION AND INVOICE/SHIPPING DOCUMENT																														SHEET NO. 1		NO. OF SHEETS 1		5. ACQUISITION DATE 22 SEP 1992										6. REQUISITION NUMBER R03364-9266-(**)																														
1 FROM R03364 USS CONSTELLATION (CV-64)																														7 DATE MATERIAL REQUIRED										8 PROMPT																																		
2 TO N00244 NSC SAN DIEGO, CA																														9 AUTHORITY OR PURPOSE I.B. CHECKER, LT, SC, USN										10 SIGNATURE										11 VOUCHER NUMBER AND DATE																								
3 SHIP TO - NAME FOR SUPPLY OFFICER USS CONSTELLATION (CV-64) FPO SAN FRANCISCO, CA 96601																														12 DATE SHIPPED										13 MODE OF SHIPMENT										14 BILL OF LADING NUMBER																								
4 APPROPRIATION AND BUDGET 1791804.702E																														DEF CL 000					BUD. CONT. NO. 57025					FUNDAL. LET A					AUTHORIZATION ACT & ACTIVITY 060957					FUND. TYPE 2D					PROPERTY ACCT. & ACTIVITY R03364					COUNTRY					COST CODE 009266(**)LU					AMOUNT SEE BELOW				
15 FEDERAL STOCK NUMBER DESCRIPTION AND CODING OF MATERIAL AND/OR SERVICES (a)																														UNIT OF ISSUE (b)					QUANTITY REQUESTED (c)					SUPPLY ACTION (d)					UNIT PRICE (e)					TOTAL COST (f)																								
16 RQN SER NO. SERVICES AND MATERIALS FOR REPAIR OF: 3001 MARCHANT CALCULATORS, SERIAL NUMBERS 461067 and 441255 3002 FRIDEN ADDING MACHINE, SERIAL NUMBER 56432 3003 IBM ELECTRIC TYPEWRITERS, SERIAL NUMBERS 14-667421 and 15-667441 3004 REMINGTON ELECTRIC TYPEWRITER SERIAL NUMBER 336601 TOTAL COST NOT TO EXCEED \$200.00																														EA					00002 R0D										\$30.00					\$60.00																								
																														EA					00001 R0D										40.00					40.00																								
																														EA					00000 R0D missing in shipment										30.00					60.00																								
																														EA					00001 R0D										40.00					40.00																								
17 SPECIAL HANDLING																																																																										
18 TRANSPORTATION AND MATS OR MTS CHARGEABLE TO																														19 TOTAL WEIGHT					20 TOTAL COST					21 CONTAINERS RECEIVED (EXCEPT AS NOTED)					22 DATE					23 BY					24 SHEET TOTAL																			
25 CHECKED BY																																								26 DATE					27 BY					28 SHIP TOTAL																								
29 PACKED BY																																								30 DATE					31 BY					32 RECEIVER'S VOUCHER NO.																								
TOTAL																																																																										

DD FORM 1149 (9-87) 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

REPLACES EDITION OF 1 MAY 56 WHICH MAY BE USED

6/11/0101 LP-011-1001

ORIGINAL

Figure 3-5.—Requisition and Invoice/Shipping Document, DD Form 1149.

<input checked="" type="checkbox"/> CHECKED BOX APPLIES		<input checked="" type="checkbox"/> ORDER FOR SUPPLIES OR SERVICES		<input type="checkbox"/> REQUEST FOR QUOTATIONS NO.		PAGE 1 OF 1	
1 CONTRACT/PURCH ORDER NO N00244-88-M-2103		3 DELIVERY ORDER NO		3 DATE OF ORDER 30 MAY 92		4 REQUISITION PURCH REQUEST NO R03361-8091-2037	
5 ISSUED BY CONTRACTING OFFICER NAVAL SUPPLY CENTER SAN DIEGO, CA. 92131-1774		7 ADMINISTERED BY (If other than 5)		8 DELIVERY FOR		9 CERTIFIED FOR NATIONAL DEFENSE UNDER DWS REG 1 DO A-3	
10 CONTRACTOR/QUOTER F&D ENGINEERING CORPORATION 1669 SOUTH END STREET SAN DIEGO, CA. 92101		11 CHECK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN OWNED		12 DISCOUNT TERM NET 30 DAYS		13 MAIL INVOICES SAME AS BLOCK 14	
14 SHIP TO RECEIVING OFFICER NAVAL SUPPLY CENTER SAN DIEGO, CA. 92131-1744 M/F USS RANGER (CV-61)		15 PAYMENT WILL BE MADE BY FLEET ACCOUNTING AND DISBURSING CENTER, U.S. PACIFIC FLEET 937 HARBOR DRIVE SAN DIEGO, CA. 92132-1101		16 DELIVER TO / ON		17 CHECK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN OWNED	
18 DELIVERY PURCHASE X		This delivery order is subject to instructions contained on the side of form only and is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.					
19 TELETYPE PURCHASE X		Reference your teletype of 22 May 92					
20 USC 2304(a)(3) or as specified in the schedule if within the U.S., its possessions or Puerto Rico, it otherwise under 2310(a)(4)		General Provisions of Purchase Order on DD Form 1155 (EXCEPT CLAUSE NO 12 APPLIES ONLY IF THIS BOX <input type="checkbox"/> IS CHECKED, AND NO. 14 IF THIS BOX <input type="checkbox"/> IS CHECKED); special provisions					
21 IF CHECKED, Additional General Provisions apply. Supplier shall sign "Acceptance" on this form 1155r and return		and delivery as indicated. This purchase is negotiated under authority of					
22 ACCOUNTING AND APPROPRIATION DATA - ACCOUNTING CLASSIFICATION (REV. 7-83)		copies					
23 ITEM NO	24 APPROPRIATION SYMBOL AND SUBHEAD	25 OBJECT CLASS	26 BUREAU CONT NO	27 SUB ALLOT	28 AUTHORITY ACTG ACTY	29 TRANS TYPE	30 PROPERTY ACTG ACTY
1	17X4911.2310	000	28001	0	000367	7J	R03361
31 COUNTRY	32 COST CODE	33 AMOUNT					
-	0080912037KZ	\$88.00					
34 ITEM NO	35 SCHEDULE OF SUPPLIES/INVENTS				36 QUANTITY ORDERED/ACCEPTED	37 UNIT	38 UNIT PRICE
1	P/N HFS 7100 LUBRICANT				1	GA	88.00
39 SIGN AS RECEIVED AND INSPECTED AND DATE				40 CIRCLE QUANTITY			
41 M.A. BUOY, LT, SC, USN				42 TOTAL 88.00			
43 7/1/92				44 DIFFERENCES			
45 7/1/92				46 INITIALS			
47 7/1/92				48 AMOUNT VERIFIED CORRECT FOR			
49 7/1/92				50 CHECK NUMBER			
51 7/1/92				52 BILL OF LADING NO.			
53 7/1/92				54 S/N VOUCHER NO			
55 7/1/92				56 S/N VOUCHER NO			
57 7/1/92				58 S/N VOUCHER NO			
59 7/1/92				60 S/N VOUCHER NO			
61 7/1/92				62 S/N VOUCHER NO			
63 7/1/92				64 S/N VOUCHER NO			
65 7/1/92				66 S/N VOUCHER NO			
67 7/1/92				68 S/N VOUCHER NO			
69 7/1/92				70 S/N VOUCHER NO			
71 7/1/92				72 S/N VOUCHER NO			
73 7/1/92				74 S/N VOUCHER NO			
75 7/1/92				76 S/N VOUCHER NO			
77 7/1/92				78 S/N VOUCHER NO			
79 7/1/92				80 S/N VOUCHER NO			
81 7/1/92				82 S/N VOUCHER NO			
83 7/1/92				84 S/N VOUCHER NO			
85 7/1/92				86 S/N VOUCHER NO			
87 7/1/92				88 S/N VOUCHER NO			
89 7/1/92				90 S/N VOUCHER NO			
91 7/1/92				92 S/N VOUCHER NO			
93 7/1/92				94 S/N VOUCHER NO			
95 7/1/92				96 S/N VOUCHER NO			
97 7/1/92				98 S/N VOUCHER NO			
99 7/1/92				100 S/N VOUCHER NO			

Figure 3-6. Order for Supplies and Services, DD Form 1155 (direct delivery/fast pay).

CHECKED BOX APPLIES		<input checked="" type="checkbox"/> ORDER FOR SUPPLIES OR SERVICES		REQUEST FOR QUOTATIONS NO. RETURN COPIES OF THIS QUOTE BY (THIS IS NOT AN ORDER - See DD Form 1155)		PAGE 1 OF 1					
1 CONTRACT/PURCH ORDER NO N00244-88-M-2103		2 DELIVERY ORDER NO		3 DATE OF ORDER 30 MAY 92		4 REQUISITION PURCH REQUEST NO R03361-8091-2037					
5 ISSUED BY CONTRACTING OFFICER NAVAL SUPPLY CENTER SAN DIEGO, CA 92131-1774				6 ADMINISTERED BY (if other than 5) <div style="border: 2px solid black; padding: 5px; text-align: center;">SHIPPED VIA SUPPORT ACTIVITY INSPECT FOR QUANTITY ONLY</div>		7 CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG I DO A-3					
8 CONTRACTOR/QUOTER <div style="border: 1px solid black; padding: 5px;">F&D ENGINEERING CORPORATION 1669 SOUTH END STREET SAN DIEGO, CA. 92101</div>				9 FACILITY CODE		10 DELIVER TO FOB POINT BY 15 JUN 92					
11 CHECK IF BUSINESS IS: <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED				12 DISCOUNT TERMS NET 30 DAYS		13 MAIL INVOICES TO SAME AS BLOCK 14					
14 SHIP TO: RECEIVING OFFICER NAVAL SUPPLY CENTER SAN DIEGO, CA 92131-1744 M/F USS RANGER (CV-61)				15 PAYMENT WILL BE MADE BY FLEET ACCOUNTING AND DISBURSING CENTER, U.S. PACIFIC FLEET 937 HARBOR DRIVE SAN DIEGO, CA 92132-1101		16 MAKE ALL PACKAGES AND PAPERS WITH CONTRACT ON ORDER NUMBER					
17. ORDER TYPE <input type="checkbox"/> DELIVERY <input checked="" type="checkbox"/> PURCHASE		This delivery order is subject to instructions contained on this side of form only and is used on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.									
		Reference your telequote of 22 May 92 furnish the following on terms specified herein, including, for U.S. purchases.									
		General Provisions of Purchase Order on DD Form 1155 (EXCEPT CLAUSE NO 12 APPLY ONLY IF THIS BOX <input type="checkbox"/> IS CHECKED, AND NO. 14 IF THIS BOX <input type="checkbox"/>									
		and delivery as indicated. This purchase is negotiated under authority of									
		If checked, Additional General Provisions apply. Supplier shall sign "Acceptance" on DD Form 1155r and return copies									
17. ACCOUNTING AND APPROPRIATION DATA - ACCOUNTING CLASSIFICATION (REV. 7-81)											
ITEM NO	APPROPRIATION SYMBOL AND SUBHEAD	CNCT CLASS	BUREAU CONT NO	SUB-ALLOT	AUTH'S ACCTG ACTY	TRANS TYPE	PROPERTY ACCTG ACTY	COUNTRY	OBJE CODE	AMOUNT	
1	17X4911.2310	000	28001	0	000367	7J	R03361	-	0080912037K2	\$88.00	
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ACCEPTED	21. UNIT	22. UNIT PRICE	23. AMOUNT						
1	P/N HFS 7100 LUBRICANT	1	GA	88.00	88.00						
24. SIGNATURE OF AUTHORIZED REPRESENTATIVE <i>M.A. BUOY</i> M.A. BUOY, LT, SC, USN		25. TOTAL 88.00		26. DIFFERENCES		27. INITIALS			28. AMOUNT VERIFIED CORRECT FOR		
29. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input checked="" type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED AND CONFORMS TO THE CONTRACT ERL AS NOTED		30. SHIP NO <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAID BY		32. CHECK NUMBER		33. BILL OF LADING NO.		34. S/R VOUCHER NO	
35. DATE 7/1/92		36. SIGNATURE AND TITLE OF CERTIFYING OFFICER <i>L.A. Kuan</i> L.A. KUAN AKCS		37. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		38. S/R ACCOUNT NUMBER		39. S/R VOUCHER NO			
40. RECEIVED AT		41. RECEIVED BY		42. DATE RECEIVED		43. TOTAL CONTAINERS		44. S/R ACCOUNT NUMBER			

DD FORM 1155 PREVIOUS EDITIONS ARE OBSOLETE. SAN 6102 LF 081 1162

Figure 3-7.-Order for Supplies and Services, DD Form 1155 (indirect delivery).

Indirect delivery. When blocks 13 and 14 indicate that the material and the invoice will be sent to an ashore activity for transshipment to an afloat activity, the supporting ashore activity performs the technical inspection and confirms acceptance of the material. In this case, receiving personnel need only verify the quantity of material received (fig. 3-7).

Customer pickup. The procedure for obtaining material on a DD Form 1155 often involves a customer pickup when the ordering department goes directly to the vendor to obtain material. The supply officer must establish local procedures to make sure all material is picked up and the DD Form 1155 copy is removed from the bearer suspense file and processed through the receiving section.


Advance notification. The ordering activity receives advance notice for each DD Form 1155 purchase placed by another activity in response to a requisition. The advance package includes a

copy of the DD Form 1155 and a preaddressed card entitled Report of Nonreceipt, Damage, or Nonconformance.

Report of nonreceipt, damage, or nonconformance. When material received under contract on a DD Form 1155 is damaged in shipment, not received within 60 days of the specified delivery date, or not technically acceptable (direct shipments only), the ordering activity completes and returns the report of nonreceipt, damage, or nonconformance document (fig. 3-8) received with the advance DD Form 1155 copy. Receiving personnel should then notify the procurement section to begin new procurement action if necessary.

Material Inspection and Receiving Report, DD Form 250

The Material Inspection and Receiving Report, DD Form 250, is used to verify material

DEPARTMENT OF THE NAVY OFFICIAL BUSINESS <small>Penalty for Private Use \$300</small>		POSTAGE AND FEE PAID DEPARTMENT OF THE NAVY DDG-110	
---	--	---	--

REPORT OF NONRECEIPT, DAMAGE, OR NONCONFORMANCE Important: Complete and return this card to the Naval Supply Center if material is not received within 60 days after delivery date specified in order; or upon receipt of damaged or nonconforming supplies.	
NSC Purchase Order No.	Reqn. No.
The supplies listed in the above purchase order were (check one)	
<input type="checkbox"/> Not received	
<input type="checkbox"/> Received but rejected - Letter report attached	
Receiving activity	Date
Signature	Title

Figure 3-8.-Report of nonreceipt, damage, or nonconformance.

inspection and acceptance for items received directly from a contractor. Receiving personnel review the DD Form 250 to determine what type of certification is required. The types of certification are as follows.

Acceptance at destination (code D). When acceptance at destination (code D) has been indicated in block 8, and 21B indicates procurement quality assurance (PQA) and acceptance, a qualified technician from the ordering department is contacted to inspect and certify material acceptability in block 21B.

Receiving personnel must certify the quantity received in block 22. If the quantity received is different than the quantity indicated or if the

material is damaged, the quantity in column 17 must be lined out and the quantity received in good condition entered and circled. An explanation of the differences is written directly below the adjusted quantity as shown in figure 3-9. When acceptance at destination (code D) has been indicated in block 8 and block 21A has been completed for PQA at origin, receiving personnel then certify the quantity received in block 22. Quantity differences are documented the same way as previously discussed.

Acceptance code S or O. When acceptance code S or O (source or other) has been indicated in block 8 and block 21A has been completed for PQA and acceptance, receiving personnel need only to certify the quantity received in block 22.

MATERIAL INSPECTION AND RECEIVING REPORT		1. PRICED INSTRUMENT/ORDER CONTRACT CS-005-56301 N00171-88-7-C124		ACCEPTANCE POINT: D - DESTINATION S - SOURCE O - OTHER	
2. SHIPMENT NO. KW00001	3. DATE SHIPPED 6/15/92	4. CI D5597774	5. SHIPMENT TERMS 1 of 12 - 20 days		
6. PRICED CONTRACTOR K. V. Battery Co. 3555 Howard St. Skokie, IL		7. PAYMENT TO BE MADE BY DCASR-Chicago O'Hare International Airport P. O. Box 66475 Chicago, IL		8. DISCREPANCY TO BE REPORTED ON STANDARD FORM 364 TO CONTRACTING ACTIVITY	
9. SHIPPED FROM (if other)		10. SHIPPED TO 102.12 Transportation Officer Naval Supply Center Norfolk, VA 23511-6292		11. MARKED FOR USS JOHN F. KENNEDY (CV67)	
12. ITEM NO. 4	13. STOCK PART NO. Mfg P/N A-5685-38, Type 6 FM-11 Battery Storage Wet and Charged 1 skid (2 boxes) Reqn #V03367-8172-1410	14. DESCRIPTION 1 damaged (checked casing) DISCOUNT EXPEDITE	15. QUANTITY 2	16. UNIT EA	17. UNIT PRICE \$214.35
18. AMOUNT \$428.70		19. INDICATES 1 RECEIVED IN GOOD CONDITION, 1 DAMAGED			
20. ORIGIN PQA & ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract except as noted herein or on supporting documents		21. DESTINATION PQA & ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract except as noted herein or on supporting documents		22. RECEIVER'S USE 7/4/92 DATE T.A. Line TYPED NAME AND OFFICE B.R. CRAFT LT USN	
23. COMPLETION COMPLETED AT DESTINATION BY AUTHORIZED, QUALIFIED GOVERNMENT REPRESENTATIVE		24. RECEIVER'S SIGNATURE AND DATE OF ACTUAL RECEIPT ON BOARD T.A. Line EN2, USN		25. IF QUANTITY AND BY THE GOVERNMENT IS THE SAME AS QUANTITY AND BY THE GOVERNMENT IS THE SAME AS QUANTITY AND BY THE GOVERNMENT IS THE SAME AS QUANTITY	

DD FORM 250
1 OCT 88
5. 1101-000-1001

PREVIOUS EDITIONS ARE OBSOLETE

Figure 3-9.-Material Inspection and Receiving Report, DD Form 250.

RECEIPT DISCREPANCIES

Material discrepancies are divided into two categories. The first category includes discrepancies such as overages, shortages, damages, incorrect, or not-received material. These discrepancies are normally caused by the activity that shipped the material or by the transportation system.

The second category includes material quality discrepancies. Material received in this category cannot be used for its intended purpose because it does not meet specified (form, fit, or function) requirements. These discrepancies are caused by manufacturing or repair facility or, in some cases, incorrect specifications.

Shipping Discrepancies

Shipping discrepancies attributable to or the responsibility of the activity shipping the material (including contractors, manufacturers, or vendors) are reported by the receiving activity on a Report of Discrepancy (ROD), Standard Form 364.

For shipments received from DOD activities, GSA supply distribution facilities, contractors, and manufacturers, a ROD is prepared to report materials with one or more of the following discrepancies:

- Shortages or overages valued in excess of \$100 per line item, except classified or protected items that are reported regardless of the dollar value. Shortages or overages valued at \$100 or less and reported shortages that were not credited or replaced by the consignor are processed as an original receipt.

- Erroneous material, unacceptable substitutes, or duplicate shipments regardless of dollar value. An exception to this is erroneously issued material that can be readily reconciled with a local supply activity.

- Material received from a previously canceled requisition for which a copy of the confirmation of cancellation is required and the line item is in excess of \$100.

- DOD shipments (line item value in excess of \$100) when the condition of the item is found to be other than that shown on the shipping document.

- Material with a line item value in excess of \$100 with an expired shelf life.

- Material shipped to the wrong activity, regardless of value.

- Material with item technical data markings that are missing or incomplete.

- Material with supply documentation that is missing or improperly prepared, regardless of dollar value.

- Items with a line item value in excess of \$100 that were reported shipped by parcel post but not received or received in a damaged condition.

- Repair material received that has been stripped of parts or components without inventory manager authorization, regardless of dollar value.

- Material with repetitive discrepancies observed, regardless of dollar value.

Discrepancies excluded from the reporting procedure described above are as follows:

Discrepancies found while material was in storage.

Discrepancies involving local base or station deliveries to or return from internal satellite activities.

Discrepancies involving shipments of privately owned vehicles.

Shipping-type discrepancies involving personal property shipments.

Product quality deficiencies.

Transportation-type discrepancies covered by NAVSUPINST 4610.33.

Discrepancies resulting from UNREP.

Packaging Discrepancies

A discrepancy report must be made on the following packaging discrepancies:

- Unsatisfactory conditions resulting from improper packaging that cause or render the item, shipment, or package vulnerable to loss, delay, or damage when the estimated or actual cost of correction exceeds \$50. This may include loss or damage to the item, shipment, or package except when the report is otherwise required as prescribed in NAVSUPINST 4610.33.

- Packaging-related discrepancies, resulting in damaged material that may endanger life, impair combat or deployed operations, or affect other material. These types of discrepancies must be reported immediately to the shipping activity, contracting office, and control point by the fastest communication medium to enable the shipper to

take immediate corrective action. Standard Form 364 must be transmitted by mail within 24 hours of the initial report.

- Improper identification of containers or items that opening the container or items that require opening the container or result in improper storage of the material regardless of cost.

- Packaging discrepancies, regardless of cost, involving hazardous materials, including improper identification markings of items and packs of utilized loads, regardless of whether damages or other unsatisfactory conditions have resulted.

- Excessive packaging by contractors resulting in additional cost to the government.

- Repetitive packaging discrepancies that impose a significant burden on receiving or transshipment activities.

PREPARATION OF THE REPORT OF DISCREPANCY

Item and packaging discrepancies are reported on the ROD, Standard Form 364. An original and as many copies as required are prepared for distribution to applicable activities. A ROD, Standard Form 364, is shown in figure 3-11.

REPORT OF DISCREPANCY (ROD)				1. DATE OF PREPARATION	2. REPORT NUMBER
<input checked="" type="checkbox"/> SHIPPING <input type="checkbox"/> PACKAGING				92JUL01	005/92
3. TO (Name and address, include ZIP Code)				4. FROM (Name and address, include ZIP Code)	
NAVAL SUPPLY CENTER N00244 NDZ SAN DIEGO, CA, 92132				COMMANDING OFFICER USS CONSTELLATION (CV-64) FPO SAN FRANCISCO, CA, 96601	
5. SHIPPER'S NAME				6. NUMBER AND DATE OF INVOICE	7. TRANSPORTATION DOCUMENT NUMBER (CBL, Waybill, TCM, etc.)
SAME AS # 3				25 JUN 92	
7a. SHIPPER'S NUMBER (Purchase Order/shipment, Contract, etc.)		7b. OFFICE ADMINISTERING CONTRACT		8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.)	
				R03364-8160-2435	
9. SHIPMENT, BILLING, AND RECEIPT DATA				10. DISCREPANCY DATA	
NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/ BILLED (c)	QUANTITY RECEIVED (d)	QUANTITY (e)	UNIT PRICE (f)
9N 5960-00-806-0292	EA	2	1	1	74.06
				TOTAL COST (g)	74.06
				CODE (h)	S1
				AC-2 TION CODE (i)	1G
11. REMARKS (Continue on separate sheet of paper if necessary)					
SHORTAGE HAS BEEN VERIFIED AS NOT BEING TRANSPORTATION-RELATED					

1. DISCREPANCY CODES		2. ACTION CODES
CONDITION OF MATERIAL C1 - In condition other than that indicated on receipt document C2 - Expired shelf life C3 - Damaged parcel post shipment SUPPLY DOCUMENTATION D1 - Not received D2 - Illegible or mutilated D3 - Incomplete improper or without authority (Only when receipt cannot be properly processed) MISDIRECTED MATERIAL M1 - Addressed to wrong activity OVERAGE/DUPLICATE SHIPMENTS O1 - Quantity in excess of that on receipt document O2 - Quantity in excess of that requested (Other than unit of issue pack) O3 - Quantity duplicates shipment PACKAGING DISCREPANCY P1 - Improper preservation P2 - Improper packing P3 - Improper marking P4 - Improper utilization	PRODUCT QUALITY DEFICIENCIES Q1 - Deficient material (Applicable to Grant Aid and F&S shipments only) SHORTAGE OF MATERIAL S1 - Quantity less than that on receipt document S2 - Quantity less than that requested (Other than unit of issue pack) S3 - Shortage of parcel post shipments ITEM TECHNICAL DATA MARKINGS (i.e., Name, Plain, Lot, Book, Operating Handbook, Special Instructions, etc.) T1 - Missing T2 - Illegible or mutilated T3 - Precautionary operational markings missing T4 - Inspection data missing or incomplete T5 - Serviceability operating data missing or incomplete T6 - Warranty data missing WRONG ITEM (Identify requested item as a separate copy in item 9 above) W1 - Incorrect item received W2 - Unacceptable substitute OTHER DISCREPANCIES Z1 - See remarks	1A - Disposition instructions requested (Reply on reverse) 1B - Material being retained (See remarks) 1C - Supporting supply documentation requested 1D - Material still required expedite shipment (Not applicable to F&S) 1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to F&S) 1F - Replacement shipment requested (Not applicable to F&S) 1G - Requisition not required. Item to be re-evaluated. 1H - No action required. Information only 1I - Other action requested (See remarks)

13. FUNDING AND ACCOUNTING DATA	
14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARED BY	14b. SIGNATURE
NAVY OPERATOR 958-0111, ASK FOR SHIP'S J. J. WHITECAP, LCDR, SC, USN (SUPPLY OFF)	<i>J. J. Whitecap</i>
15. DISTRIBUTION ADDRESSES FOR COPIES	

364-101 7540-00-159-4442 (Previous edition is obsolete.) STANDARD FORM 364 (REV. 2-89)
Prescribed by GSA FPMR 101-26.9

Figure 3-11.-Report of Discrepancy (ROD), Standard Form 364.

The Standard Form 364 (ROD) is submitted by receiving or transshipping activities within 15 calendar days from the date of receipt of shipments from all activities. When extenuating circumstances prevent submission of the ROD within this time frame, the reason for delay is entered in block 12 of the ROD. A ROD is submitted by all activities 70 calendar days from the date of shipment from government activities and 60 calendar days from the date of shipment from commercial sources for items determined to be lost through parcel post shipments.

Action activities are required to reply to customers within 45 days of receipt of the ROD providing resolution of the discrepancy or interim status. When a ROD is passed to another activity for further action, the customer is advised. To allow for mailing each way, the first follow-up to a ROD should be sent to the action activity 60 days after the submission of the original ROD. Subsequent follow-ups should be sent at 30-day intervals.

For instructions on how to prepare the ROD, refer to table 3-1. Activities submitting the ROD are responsible for all follow-up action.

Table 3-1.—Instructions for Preparation of DD Form 364

Data Block	Explanation
	Indicate whether shipping or packaging discrepancy or both by placing Xs in the appropriate box at the top of the form. Mailing envelopes should be conspicuously marked SF 364.
1	Date of Preparation. The report is prepared in sequence of year, month, and day; for example, September 22, 1987 is written 87 SEP 22.
2	Report Number. Enter the serial number of the report; for example, the fifth report of the calendar year, enter 005/87.
3	To. Enter name, address, ZIP Code, activity address code or routing identifier code, and attention symbol or code of action activity. When both shipping and packaging discrepancies are reported for the same item, enter <u>See item 15</u> .
4	From. Name, address, and ZIP Code of the reporting activity (consignee).
5a	Shipper's Name. Enter the name and address of the shipper (consignor) when different from item 3.
5b	Number and Date of Invoice. Enter number and date of vendor's invoice or shipper's bill number. Attach a copy of invoice to the SF 364. (Not applicable to packaging discrepancies.)
6	Transportation Document. Enter the type of transportation document, GBL, commercial bill of lading (CBL), manifest, waybill, insured or certified parcel post number, or TCMD and the identifying number assigned to such document. This is a mandatory entry when shipment received was made via a traceable means. In addition, for shipment-type discrepancies, the following statement should be included in block 12: <u>Shortage has been verified as not being transportation related.</u>

Table 3-1.-Instructions for Preparation of DD Form 364—Continued

Data Block	Explanation
7a	Shipper's Number. Enter shipment number (when more than one shipment is under a contract or requisition) and contract or document number.
7b	Office Administering Contract. Enter name, address, and ZIP Code of the contract administration office (CAO) activity that directed or arranged the shipment.
8	Requisitioner's Number. Enter the requisitioning activity's number (requisition or purchase order number). Entry of the applicable requisition document number is mandatory in all cases, even though a contract or purchase order is involved.
9a	NSN/Part Number and Nomenclature. When the item received is different from the item shown on shipping documents or different from the item requisitioned, enter each item on a separate line.
9b	Unit of Issue. Enter the unit of issue as billed or indicated on the shipping document for each item listed in item 9a. (Not applicable to packaging discrepancies.)
9c	Quantity Shipped/Billed. Enter the quantity of item shipped or billed. When discrepancy code C1 is applicable, enter the quantity and the supply condition code of the item when shipped. (Not applicable to packaging discrepancies.)
9d	Quantity Received. Enter the quantity of item received.
10a	<p>Discrepancy Quantity. Enter the discrepant quantity. When discrepancy code C1 is applicable, enter the quantity and the supply condition code of the item received. If total quantity received is classified under more than one condition code, enter separately each partial quantity so classified, followed by the applicable condition code.</p> <p>NOTE: When overage material (expired shelf life) is received and discrepancy code Q1 or C2 is applicable, enter the following information under item 12 remarks:</p> <ul style="list-style-type: none"> a. Manufacturer's name b. Contract or purchase order number, if not shown in item 7a c. Date of manufacture, pack, or expiration d. Lot/batch number e. Location of material f. Name, address, and telephone number (if available) of contact person g. Nature of complaint, stating in detail why material is unsatisfactory.

Table 3-1.-Instructions for Preparation of DD Form 364—Continued

10b	Discrepancy Unit Price. Enter the unit price as billed or shown on shipping document. (Not applicable to packaging discrepancies.)
10c	Discrepancy Total Cost. For shipping discrepancies, enter the total money value of material. For packaging deficiencies, enter cost of corrective action.
10d	Discrepancy Code. Select the appropriate discrepancy code listed on the face of the SF 364 and enter in this block. When a condition exists that is not listed, use code Z1 and describe the discrepancy in block 12.
11	Action Code. Enter requested action to be taken from codes listed on the face of the form. When action is other than that covered by the listed action codes, use code 1Z and explain action requested in block 12. Action code 1D or 1F is not used on reports prepared to cover shipments of DOD stock-funded items or GSA material. Material still required must be reordered. Action code 1E applies only to local purchase items.
12	Remarks. Use this block for supplemental information where the combination of discrepancy codes and action codes need clarification, where shipping and packaging discrepancies need explanation, and where a breakout of cost to reports in terms of time and materials is required. Include specific data such as appearance, lot or batch number, manufacturer or packaging data, inspector number and inspection date, probable cause of improper packaging, and suggested corrective action. When reporting shortages or nonreceipt of items shipped by parcel post from GSA, a statement must be included in block 12 to cover all packages received that were shown as shipped in item 5 of GSA Form 1348-1. Include telephone number (AUTOVON and commercial) of the individual to be contacted for additional information if different than that entered in block 14a. When medical material requiring refrigeration or frozen storage is involved, provide the information requested on the special instruction sheet that is included within shipments of such material. Provide photos when it will assist the shipping activity in determining the cause of the discrepancy or deficiency.
13	Funding and Accounting Data. For packaging discrepancies, enter the accounting or appropriation data required by the action activity to credit the account of the reporting activity for costs involved in correcting the reported discrepancies. This item does not apply to shipping discrepancies.
14a	Typed or Printed Name, Title, and Phone Number of Preparing Official. Self-explanatory.
14b	Signature. Self-explanatory.
15	Distribution Addressees for Copies. Enter all other addressees that are to receive copies of the report.

MTIS transactions do not include transfer of material to disposal or depot level repairable (DLRs) in not-ready-for-issue (NRFI) condition.

- Appropriation purchase account (APA)—
free issue items
- Unidentified material-material without a
national stock number (NSN) including
Navy item control number (NICN) and
commercial and government entity
(CAGE)/part number
- Material turned in with an extended money
value of \$20 or less due to the cost of
processing such credits

Figure 3-12.—DD Form 1348-1, MTIS turn-in.

When check/test/repair capability does not exist at the local IMA, all aviation DLRs and some designated field level repairable (FLRs) must be shipped to the designated support point (DSP) or

When determined that repair capability does not exist, the component is shipped to another activity within 48 hours. Total hold time for IMA, supply, and maintenance may not exceed 3 days.

Another category of custody is material in sub-custody of other department heads. Maintenance

Figure 3-13.—DD Form 1348-1, turn-in unserviceable DLR.

assistance modules (MAMs) and ready service spares (RSSs) are located in the appropriate operating and maintenance spaces under the sub-custody of the operating or maintenance personnel.

RESPONSIBILITY

The supply officer is responsible for the storage, security, and inventory control of all stock material in his or her custody.

Although stock levels should be stored in supply department storerooms or spaces, it may be necessary to store bulk consumables such as lumber, metal, and pipe or certain repair parts in spaces under the control of other department heads. If it is necessary to store material in other department spaces, the supply officer will obtain the commanding officer's written authorization for such storage.

STORAGE OF PERSONAL GEAR

No personal gear (regardless of whose it is) may be stored in supply department storerooms without written approval of the commanding officer.

LOST, DAMAGED, OR DESTROYED MATERIAL

Personnel assigned the responsibility for physical custody of stock material must report any damage, deterioration, or shortage to the supply officer immediately. The custodian will not be held responsible for material lost, damaged, or destroyed as a result of fire or flooding, providing the emergency did not arise from that person's negligence and provided that all reasonable steps to prevent the loss or damage were taken.

SECURITY OF MATERIAL

Material in store must be kept under lock and key in all cases except when the material is of such quantity or dimensions as to make storeroom storage impractical. Storeroom spaces must be locked securely when not in use.

When the spaces are open for use, an authorized person must always be present. Other persons will be admitted only when necessary for the storage or breakout of material or in situations discussed in the following paragraphs.

Inspection of Spaces

Personnel may be allowed access to storage spaces for purposes of inspection and as directed by the commanding officer. However, such personnel may not be given keys for the spaces, but will be escorted by responsible persons as directed by the supply officer.

Access for Damage Control

Access to storage spaces may be authorized to damage control personnel in the performance of their duties. Storage spaces must be secured in such a manner that access by use of ordinary damage control equipment is not obstructed in an emergency.

Permission for Entry

Permission for entry to supply storage spaces of personnel not ordinarily authorized access will be granted only by the supply officer or, in his or her absence, the commanding officer, executive officer, or command duty officer, as appropriate.

MATERIAL SURVEYS

Material survey is a procedure for determining the cause of gains, losses, or damage to Navy property, establishing personal responsibility (if any), and documenting necessary inventory adjustments to stock records. The procedures discussed in this section are used when possible survey action is indicated.

When an inventory adjustment and preliminary research cannot resolve the discrepancy, the accountable and responsible individuals initiate a detailed review of the circumstances surrounding the possible adjustments (known as causative research). A Report of Survey, DD Form 200, is prepared and forwarded to the appropriate survey officials.

When the report of survey is for stock material, the inventory adjustments are entered into SUADPS-RT via the survey adjustment function only after approval of the survey.

SURVEY REQUIREMENTS

When a loss or gain of material in the following categories is confirmed, a Report of Survey, DD Form 200, is prepared.

The categories of survey material are supply system stock material and property book material.

Supply System Stock Material

Supply system stock material is composed of the following:

- Sensitive items such as drugs, precious metals, narcotics, and alcohol regardless of money value

- Classified material regardless of dollar value

- Arms, ammunition, and explosives regardless of dollar value

- Pilferable, valuable, and attractive items that easily convert to personal use (such as hand tools, individual clothing, office machines, and photographic equipment) and with a money value greater than \$500

- Bulk petroleum products (refer to NAVSUP P-485, paragraph 5126)

- Noncontrolled items when the extended dollar value exceeds the causative research threshold of \$2,500 (\$5,000 for combat logistics force food items)

- Mandatory turn-in repairable (MTRs) regardless of money value

- Discrepancy or repetitive loss where there is an indication or suspicion of fraud, theft, negligence, or other personal involvement where a law was broken (UCMJ, federal, state, or local)

Property Book Material

Property book material consists of all government property other than supply system stock. It includes military real property, military personal property, weapons and other military equipment in use, and plant equipment. When property book material is lost, commanding officers must determine if a report of survey is required to assign responsibility, adjust records, or provide relief from accountability. Normally all items in this category are subject to survey, with the following exceptions:

- When the loss of a motor vehicle is involved, a motor vehicle accident investigation

report may be used instead of a survey. The accident report may be used for survey purposes only when the investigation clearly indicates that there is no negligence, personal injury, or claim against the government.

- Discrepancies in quantities transferred to disposal are not surveyed provided that the value of the loss is less than \$50 per line item and does not involve sensitive items. A pattern of shortages may trigger an investigation to identify theft or intentional losses of items to avoid turn-in documents.

- Special tooling and special testing equipment reporting procedures should be provided by the cognizant laboratory or hardware systems command.

- Noncontrolled items with a unit price of less than \$1,000 should not be surveyed, unless there is suspicion of fraud, negligence, or other personal responsibility.

Missing, Lost, Stolen, and Recovered Reports

In addition to the above procedures, SECNAVINST 5400.4 should be consulted with respect to the policy of missing, lost, stolen, and recovered (MLSR) reports. ADD Form 200 and the MLSR report are required for losses of sensitive or classified items and for arms, ammunition, and explosives.

PREPARATION OF REPORT OF SURVEY, DD FORM 200

The DD Form 200 is used to document the report of survey and certify the survey process when government property is gained, lost, or damaged. This form is the official document to support establishment of debts, relief from accountability, and adjustment to accountable records for supply system stock and property book material. Preparation of the DD Form 200 may vary slightly, depending on the nature of the asset (property book material or supply system stock). The Report of Survey, DD Form 200 (front and reverse) are shown in figures 3-14 and 3-15, and instructions for its preparation are listed in table 3-2.

REPORT OF SURVEY										
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p><i>Personal information from the individual is solicited. As required by the Privacy Act of 1974, we advise:</i></p> <p>AUTHORITY: 16 U.S.C. 136; 10 U.S.C. 1071; DoD Instruction 7200 10.</p> <p>PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of pecuniary charges for the loss, damage, or destruction of DoD-controlled property.</p> <p>ROUTINE USES: To initiate investigations of losses/gains of DoD-controlled property and record the findings and actions taken.</p> <p>DISCLOSURE IS VOLUNTARY: Refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held pecuniarily liable.</p>				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 2px;">1. TYPE REPORT (X one)</td> </tr> <tr> <td style="padding: 2px; text-align: center;">a. REPORT OF SURVEY</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px; text-align: center;">b. GOVERNMENT PROPERTY LOSS/DESTROYED</td> <td style="padding: 2px;"></td> </tr> </table>	1. TYPE REPORT (X one)		a. REPORT OF SURVEY		b. GOVERNMENT PROPERTY LOSS/DESTROYED	
1. TYPE REPORT (X one)										
a. REPORT OF SURVEY										
b. GOVERNMENT PROPERTY LOSS/DESTROYED										
2. SURVEY NUMBER				3. DATE LOSS/GAIN DISCOVERED (YYMMDD)						
4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION	6. QUANTITY	7. UNIT COST	8. TOTAL COST						
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) <input type="checkbox"/> LOST <input type="checkbox"/> GAINED <input type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED <i>(Attach additional pages, as necessary)</i>										
SAMPLE										
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES <i>(Attach additional pages, as necessary)</i>										
11. INDIVIDUAL COMPLETING BLOCKS 9 AND 10										
a. TYPED NAME (Last, First, Middle Initial)		b. SIGNATURE		c. DATE SIGNED						
				d. AUTOVON NUMBER						
12. RESPONSIBLE OFFICER										
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State, Zip Code)		b. TYPED NAME (Last, First, Middle Initial)		c. AUTOVON NUMBER						
		d. SIGNATURE		e. DATE SIGNED						
13. ACCOUNTABLE OFFICER										
a. NUMBER OF DOCUMENTS USED TO ADJUST PROPERTY RECORD										
b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State, Zip Code)		c. TYPED NAME (Last, First, Middle Initial)		d. AUTOVON NUMBER						
		e. SIGNATURE		f. DATE SIGNED						

DD Form 200, OCT 84
S/N 0102-LF-000-2001

Replaces DD Form 200, 83 MAY; AF Form 198, JAN 83;
DD Form 2090, SEP 77; and DA Form 4697, SEP 81, which are obsolete.

Figure 3-14.—Report of Survey, DD Form 200 (front).

14. FINDINGS AND RECOMMENDATION OF SURVEY OFFICER			
a. FINDINGS AND RECOMMENDATIONS (Attach additional pages, as necessary)			
SAMPLE			
b. DOLLAR AMOUNT OF LOSS / GAIN		c. RECOMMENDED PECUNIARY CHARGE	d. LOSS / GAIN TO GOVERNMENT
15. SURVEY OFFICER			
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State, Zip Code)		b. TYPED NAME (Last, First, Middle Initial)	c. AUTOVON NUMBER
		d. DATE REPORT SUBMITTED TO APPOINTING OFFICIAL	e. DATE APPOINTED
		f. SIGNATURE	g. DATE SIGNED
16. INDIVIDUAL CHARGED			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE SURVEY OFFICER AND (X one)		b. I AM AWARE OF MY RIGHT TO (1) LEGAL ADVICE AND (2) APPEAL IF PECUNIARY CHARGES ARE ASSESSED. ENLISTED PERSONNEL HAVE THE RIGHT TO REQUEST REMISSION OF INDEBTEDNESS.	
(1) SUBMIT THE ATTACHED STATEMENT OF OBJECTION			
(2) DO NOT INTEND TO MAKE SUCH A STATEMENT.			
c. TYPED NAME (Last, First, Middle Initial)		d. SIGNATURE	e. DATE SIGNED
f. AUTOVON NUMBER			
17. APPOINTING OFFICIAL			
a. RECOMMENDATION (X one)		b. COMMENTS	
(1) APPROVE			
(2) DISAPPROVE			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State, Zip Code)		d. TYPED NAME (Last, First, Middle Initial)	e. AUTOVON NUMBER
		f. SIGNATURE	g. DATE SIGNED
18. APPROVING OFFICIAL			
a. ACTION (X one)		b. COMMENTS	
(1) APPROVED			
(2) DISAPPROVED			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State, Zip Code)		d. TYPED NAME (Last, First, Middle Initial)	e. AUTOVON NUMBER
		f. SIGNATURE	g. DATE SIGNED

DD Form 200 Reverse, OCT 84 U.S. GPO: 1987-748-002/50139

Figure 3-15.—Report of Survey, DD Form 200 (reverse).

Table 3-2.-Instructions for Preparation of DD Form 200

Block	Entry Instructions
1	Block 1a is checked in all cases.
2	Survey number. The expenditure number assigned after the survey has been approved by the appropriate official. For multiple line items, enter <u>See attached list</u> in this column.
3	Date. Year, month, and day the gain or loss was discovered.
4	NSN. The national stock number or manufacturer's part number of the item being surveyed. Multiple items may be included on the report of survey when circumstances of loss or damage are related to the same incident. Enter <u>See attached list</u> in this block.
5	Item description. Enter the nomenclature of the lost or damaged property including serial numbers, security codes, and model numbers. When the material is nonstandard, enter the appropriate identification or description of the item. When additional space is required, a continuation sheet may be used.
6	Quantity. Enter the number of items and unit of issue (example: 1EA, 2DZ, 5PR)
7	Unit cost. Enter the cost per unit for supply system stock. (Use standard price from the ML-N.)
8	Total cost. Block 6 is multiplied by block 7 and the total amount entered in this block.
9	Circumstances. The appropriate block should be checked. Complete statement of facts should be provided that includes but is not limited to the date, place of the incident, name, grade, SSN of all personnel concerned. The statement must answer the five basic questions of who, what, when, where, and how. The signature, typed name, and rank or rate of the individual performing the research is included in the lower right-hand space of this block.
10	Corrective/preventive actions. Corrective actions will be provided and measures will be prescribed to prevent future occurrences.
11	Caustive research validator. The supervisor of the individual performing the research documented in blocks 9 and 10 signs this block.
12	Responsible officer. The signature of the individual appointed by proper authority to exercise proper care and custody of government property.

Table 3-2.-Instructions for Preparation of DD Form 200—Continued

Block	Entry Instructions
13	Accountable officer. The signature of the individual appointed to maintain stock, property, and financial records.
14	This block is completed only when personal responsibility is evident.
14b	Dollar amount of loss. The survey officer should take into consideration the standard price of the lost property when completing this block.
14c	Not applicable.
14d	Government loss. The survey officer should compute the financial loss to the government. (This block is completed only when personal responsibility is evident.)
15	Survey officer. Signature of the individual appointed to perform the survey and compute the loss to the government. (This block is completed only when personal responsibility is evident.)
16	Individual charged. When the individual charged refuses to sign this block, the refusal should be noted. (This block is completed only when personal responsibility is evident.)
17	Appointing official. The signature of the individual who performs the duties of the appointing official.
18	Approving official. The signature of the individual responsible for approving or disapproving the financial liability or relieving of responsibility.

DISTRIBUTION OF THE SURVEY

Upon completion of the survey, the distribution of the DD Form 200 is as follows:

- Original. The original with all attachments is filed in the expenditure invoice file, if not required by higher authority.

- First copy. A copy of the approved survey is submitted to the TYCOM when the survey value exceeds \$100.

- Second copy. A copy is filed in the expenditure file with all attachments when the original is required by higher authority.

- Third copy. A copy is forwarded to the disbursing officer for collection when pecuniary liability is assessed.

- Fourth copy. A copy of the survey is attached to the shipping document when the surveyed item is to be turned in ashore for repair or disposal.

- Others. Additional copies are distributed as required locally or as directed by higher authority.

The approved DD Form 200, preliminary and causative research findings and recommendations, and all other documentation related to the surveyed material should be retained for a period of 3 years.